

Japan commute allowance expense report

Commute allowances are reimbursed based on your actual travel to the office, **up to JPY 150,000/month**. Approved reimbursements will be deposited into your bank account **within a week**. For more information, please refer to the [Commute Allowance FAQs](#) (PDF).

Instructions

- 1. For all commute expenses, use your personal credit card or cash — **NOT an Adobe corporate card**.
- 2. Enter your **employee information**.
- 3. Fill out all fields in the **commute details** section AND either the **Monthly** or **Daily** section.
- 4. Submit your expense only **once a month**.

Employee information

NameEmail

Commute information

Commute details

Month / YearType *Select one*Route *Example: Nishisando (Bus) > Shinjuku (JR) > Osaki (JR)*

Monthly*

Pass amount

** Invoice must be attached when submitted*

Daily

Round-trip amount

Total days commuted
Calculates automatically

Total amount
Calculates automatically

Days commuted *Check each day that you commuted*

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				